**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**Dear Mr. [Write name here]**

With deep regrets and sadness, I inform you that Uncle John Richards is no longer with us.  He lost his long battle to liver cancer and passed away on 31stMay at the New York downtown hospital. He is survived by Aunt Jennifer and son Peter.  Our family is still in a state of shock and dismay.

Uncle John was famous among his friends for his politeness and calm. He was a good rugby player and he loved golf equally. He has played rugby for the Concorde team for 5 years. He used to give golf tips to all the new joiners at the city’s Royal Club. I will miss the quality times that I had with him.

His soul has been laid to rest in peace at the Woodlawn Cemetery.

Regards,

**[Write Complete Name Here]**

[Contact]